

Group/Foster Home Grant Funds
for Children with Disabilities
Procedures and Instructions
Fiscal Year 2019-2020

Contact for additional information and questions:

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Procedures and Instructions for Group/Foster Home Grant Funds
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Procedures for Requesting Group/Foster Home Grant Funds

Group/Foster Home (GFH) Grant Funds, allocated to PSUs in State PRC 032 and Federal PRC 060, are comparable to child count and average daily membership funds.

Eligible Students: Children with disabilities who have a current IEP and have enrolled during the current school year and are residing in Group/Foster Homes are eligible for these funds. To be eligible, these students were not included with the PSUs child counts on December 1 or April 1 during the previous school year; therefore, the students did not draw down funds to assist with their educational and related service needs.

Applying for GFH Funds: PSUs must submit an on-line Group/Foster Home Grant Funds application. Applications must be submitted within sixty (60) calendar days of a student's enrollment in order to request funds. Applications can be submitted throughout the school year until May 15th.

Paper applications will no longer be accepted.

Applications are processed in the order in which they are received. EC Division personnel will use information in ECATS and PowerSchool to verify student eligibility. The on-line application provides the EC Division with a date and time stamp of the applications submitted. Funding cannot be allotted without an approved Group/Foster Home application. Funding is contingent upon the availability of funds.

Applications received after sixty (60) calendar days of enrollment may not be processed or may be prorated based on the date the application was received.

The PSU is to ensure that the Group/Foster Home is licensed by the appropriate agency for 24-hour care. The local Department of Health and Humans Services may be able to assist with verification. Although not all inclusive, a listing of licensed facilities is located via the links below:

NC Division of Social Services Licensing Services website:

<http://www.ncdhhs.gov/dss/licensing/listings.htm>

NC Division of Health Services Regulation – Licensed Facilities website:

<http://www.ncdhhs.gov/DHSR/reports.htm>.

Educational programs under the Department of Health and Human Services and private entities are not eligible to receive Group/Foster Home or Special State Reserve funding.

For students whose costs exceed the Group/Foster Home allocation, PSUs may submit a Special State Reserve (SSR) Grant Funds application in lieu of a Group/Foster Home Grant Funds application. SSR funds are student specific and only for the initial year of enrollment/placement in the school program. See "*Special State Reserve Grant Funds Procedures and Instructions*" for additional information.

Withdrawals: The PSU must report all withdrawals no later than ten (10) calendar days after the withdrawal date using the on-line application link. It also serves as a withdrawal form.

- These funds are child count funds and may be used for other children after the child that generated the funds has been served.
 - The remaining funds from a student who withdrew will be credited to a new student who enrolls. In these cases, no additional funds will be allocated from the Exceptional Children Division. The newly enrolled student replaces the student who withdrew.
 - PSUs receiving Group/Foster Home funds for students who are in attendance **less than** a school month [twenty (20) school days] must return the unused portion of the allocation minus one month of funding. The PSU may retain these funds and apply them towards another newly enrolled eligible Group/Foster Home student. In this event, no additional funds will be allocated from the Exceptional Children Division.
- Do not hold withdrawals until the end of the year.

Other Details:

- A student **cannot** receive Group/Foster Home, Special State Reserve, and Behavioral Support funds in the same year. The PSU must determine which application is most appropriate to meet the needs of the student.
- The home PSU where the parents/guardians of the child have legal residence will not transfer any local funding to the host PSU serving the child until all state and federal funds have been exhausted.
 - In the event state funds are exhausted, the Exceptional Children Division will allot the federal portion of the Group/Foster Home allocation. The home PSU will transfer local funds to the host PSU at that time.
 - The amount of local funds sent to the host PSU is based on the home PSU's per pupil allocation. The amount will differ for each PSU.
 - How local funds are transferred is a PSU decision. The Exceptional Children Division is not involved in the transfer or the process used to transfer these local funds.

Instructions for Completing the Group/Foster Home Grant Funds Application Form

The on-line *Group/Foster Home Grant Funds Application and Withdrawal Form* is accessed via the EC Division website under the Finance and Grants tab. Select Applications.

When viewing the Group/Foster Home Grant Funds web page, this manual and the links to the on-line application are included. The completed on-line application must be submitted within 60 calendar days of the newly enrolled student's first day of attendance. The PSU should not submit students who are not eligible.

Paper copies of the application and withdrawal form will no longer be accepted.

For a student who has withdrawn, the PSU is to report the withdrawal within 10 calendar days.

A PDF of the *Group/Foster Home Grant Funds Application and Withdrawal Form* is included at the end of this manual for reference. The PDF will ensure the user will have necessary information on hand to successfully complete the application.

The on-line application will not allow the user entering data to return to a previous page; therefore, it will be crucial to enter correct and complete information. If the application is incomplete or data is not correct when it is submitted, the application will not be considered received by the EC Division.

Printing the application summary after it is submitted is recommended. Once the application is summary is closed, the PSU will no longer have access to the summary.

There is not an end-of-year update for these funds since they are comparable to other ADM and child count funds the PSU has received.

PDF Sample of GFH Application and Withdrawal Form

2019-2020 Group/Foster Application and Withdrawal Form

2019-2020 Group/Foster Home Application and Withdrawal Form

Must be submitted within 60 calendar days of enrollment. Last day for additional roster submission: May 15, 2020.

Funds are for newly enrolled children not on FY 2018 December 1 or FY 2019 April 1 Child Count.

Questions:

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Region:

Public School Unit:

This student is:

Newly Added

Withdrawal

PowerSchool ID: **This number will be used to pull demographic information from the most current child count or from the ECATS system. Please ensure that the ID provided is correct.**

Date Student first Enrolled in the LEA : (Format mm/dd/yyyy)

***Cannot be a future date/See Transfer Info Screen in PowerSchool**

****Group/Foster Home funding is only for newly enrolled students into the Public School Unit, not all students receiving services at the Group/Foster Home.**

Name of Group/Foster Home:

Address of Group/Foster home;

Withdrawal Date: (Format mm/dd/yyyy)

Withdrawal Code:

W1 - Transfer

W2 - Early Leaver

W3 - Death

W4 - Early Completer/Mid Year Grad

W6 - High School Graduate

Signature of EC Director:

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